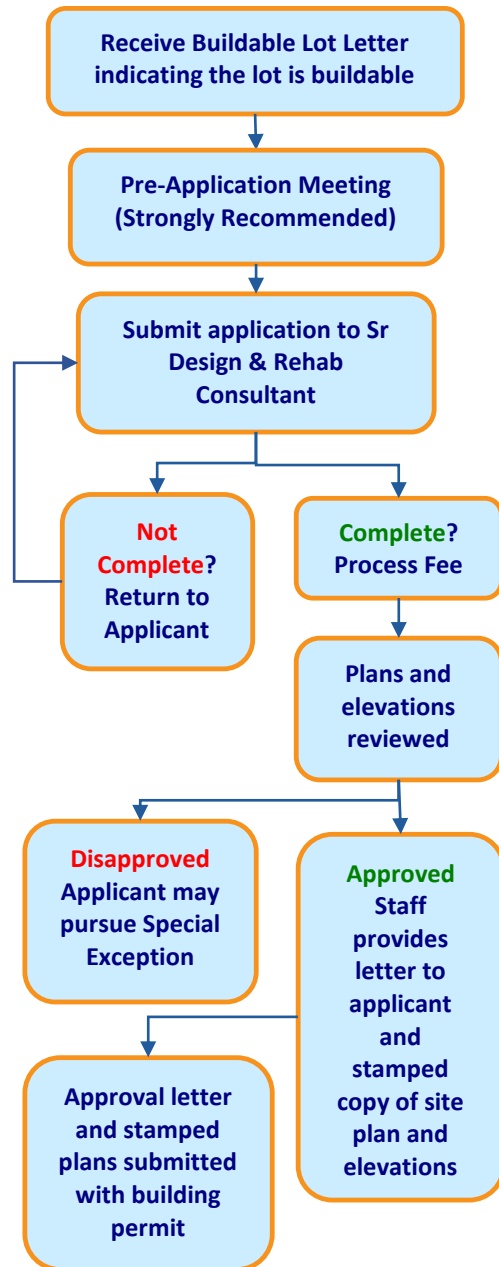


Nonstandard Lot Application Process

Below is a graphical representation of the nonstandard lot process.



Where to apply

The Nonstandard Lot application is available at Planning Department offices or online at: <http://www.norfolk.gov/planning> >> Applications and Forms >> Planning Applications and Forms.

Additional Information

Questions regarding the Narrow Lot/Nonstandard-Width Lot Process? Please contact Ron Moore, Senior Design and Rehabilitation Consultant at: (757) 664-6778 or email at: ronald.moore@norfolk.gov.



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Last Updated: 12/7/2015

NARROW/ NONSTANDARD-WIDTH LOT PROCESS



NARROW LOT/NONSTANDARD-WIDTH LOT PROCESS

What is a narrow/nonstandard-width lot?

A **narrow lot, or nonstandard-width lot**, is a residential parcel that does not meet the minimum lot width requirement of its zoning district. Minimum lot widths, along with minimum lot area requirements, are lot size standards that must be met for any new construction in the city.

What if my lot is narrow, or nonstandard-width? Can I still build on it?

Residential parcels which do not meet the minimum lot width requirements of the applicable zoning district may be developed with a single-family dwelling under certain conditions. First, a Buildable Lot Letter must be obtained from the Department of City Planning. This letter is requested by filling out an Ownership Review Request Form and is a required attachment for the Nonstandard Lot application. The conditions that apply are:

- The parcel, nor any portion of it, cannot be held in common ownership with any adjacent parcel that is also nonstandard. Please contact the Department of City Planning for more information regarding common ownership provisions.
- The parcel was created or resubdivided lawfully and in accordance with the minimum lot width requirement which would have allowed construction of a

single-family home at the time of creation or resubdivision.

- The owner or his authorized representative has applied for and received either a zoning certificate from the Department of City Planning or a special exception granted by City Council for the proposed single-family home.

What is a zoning certificate in this case?

The zoning certificate is obtained after approval of the Nonstandard Lot application. It verifies that the proposed single-family home is consistent with the prevailing building design in the neighborhood. The prevailing building design is determined by assessing the characteristics of a majority of residential homes along the same street as the proposed home within 500 feet of the site. This zoning certificate will only be granted if the proposed home meets the following:

- The proposed height, massing, location of main entrance, and elevation of the finished first floor are consistent with the prevailing building design of single-family homes in the area.
- The proposed home in relation to the street reflects that average setback of the closest developed parcels on either side, subject to a variation of no more than 1.5 feet.
- Any proposed off-street parking is situated in relation to the home in

the same manner as the prevailing design of off-street parking.

- The proposed vehicular access to the home or parcel is located in the same manner as the prevailing building design.
- The proposed location and treatment, including exterior details such as porches, roof lines, or the main entrance of the home, are consistent with the prevailing building design.

Compliance with these requirements may be demonstrated through a building design from the narrow lot catalog maintained by the Department of City Planning, located online at <http://www.norfolk.gov/index.aspx?NID=1093>. The City also uses a guide called, *A Pattern Book for Norfolk Neighborhoods* that assists many homeowners, builders, and communities as they repair, rebuild, and expand their houses. Hard copies of this book can be found in the Planning Department offices or online at http://www.norfolkva.gov/communityenrichment/norfolk_pattern_book/index.html.

How much does an application cost?

The application fee for the nonstandard lot review is **\$5.00**. The application fee for an ownership review request (buildable lot letter) is **\$30.00**.